

RESOLUTION NO. 2612

A RESOLUTION AMENDING THE
EMPLOYEE CLASSIFICATION PLAN

HESOLVEU, by the City Council of the City of Lodi, that the report of Cooperative Personnel Services, State of California Personnel Board, entitled "City of Lodi, Position Classification Survey, December, 1956," adopted by the City Council of the City of Lodi by passage of Resolution No. 1990, be and the same is hereby amended. as follows:

1. The following classifications are hereby abolished:
 - a. Engineering Aide
 - b. Line Foreman
2. The job specifications for the following classifications are hereby revised in accordance with the specifications dated March 1963 attached hereto and made a part hereof:
 - a. Engineering Assistant
 - b. Stenographer Clerk II
3. The following classifications are hereby adopted and the job specifications therefor dated March 1963 are attached hereto and made a part hereof:
 - a. Electric Meter Repairman-Inspector
 - b. Engineering Aide I
 - c. Engineering Aide II
 - d. General Foreman, Utilities
 - e. Line Foreman, Heavy
 - f. Line Foreman, Light
 - g. Stenographer Clerk III

Dated: March 6, 1963

I hereby certify that Resolution No. CULL was passed and adopted by the City Council of the City of Lodi in regular meeting held March 6, 1963, by the following vote:

AYES: Councilmen - BROWN, CULBERTSON, DOW, ULLMANN
and KATZAKIAN

NOES: Councilmen - NONE

ABSENT: Councilmen - NONE


City Clerk

City of Lodi

March 1963

ENGINEERING ASSISTANT

DEFINITION :

Under general supervision, to perform subprofessional engineering office and field work, involving drafting, construction inspection, traffic studies, engineering estimations and some surveying; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

Employees in this class normally perform subprofessional Engineering work in the office or in the field, doing skilled drafting and making complex engineering estimates, preparing detailed studies of traffic problems, making field inspections of new construction work to determine conformance to specifications, or assisting a survey crew on an emergency basis. Incumbents in this class perform work of a degree of skill and judgment well above the next lower class of Engineering Aide II.

TYPICAL DUTIES:

Makes traffic studies for installation of traffic signals, stop signs, speed limit signs, crosswalks and other traffic installations; makes traffic studies of high accident areas; prepares parking lot and driveway diagrams and supervises layout and painting of same; uses drafting instruments and other engineering aids in the office to perform the computing and drafting operation involve6 in checking and reducing field and survey notes; calculates distances, ties, angles, areas, stations, traverses, enclosures; computes grades and profiles; lays out, draws, inks, traces, checks and keeps maps up to date; makes rough lay outs, tracings, and title sheets required for office contract work; inspects engineering construction projects to insure compliance with approved specifications; does complicated subprofessional engineering studies for engineering projects that involve considerable independent collection and analysis of data; acts as survey party chief on an emergency basis; provides the general public With information on a variety of engineering subjects.

DESIRABLE QUALIFICATIONS:

Education and Experience: Equivalent to graduation from high school including or supplemented by standard courses in algebra, geometry, mechanical drawing, and two years of subprofessional engineering experience at a level equivalent to Engineering Aide II in the City of Lodi. (College education with specialization in engineering, including courses in mathematics, engineering drawing, and surveying may be substituted for the required experience on a year-for-year basis.)

ENGINEERING ASSISTANT -- 2

Knowledges and Abilities: Thorough knowledge of algebra, geometry and trigonometry, with applications to engineering; Wide knowledge of survey and drafting procedure and equipment; Working knowledge of traffic survey methods and procedures; Ability to prepare maps, drawings, and *lay* cuts from notes and sketches; Ability to make accurate engineering computations; Ability to inspect street and structural construction projects, to determine compliance with approved specifications and **plans**; Ability to interpret laws, rules and regulations; Ability to follow oral and written directions; Ability to prepare clear *and* accurate notes and reports; Ability to establish and maintain cooperative working relationships with the public and other City employees,

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STENOGRAPHER CLERK II

DEFINITION:

Under supervision, to take and transcribe dictation; to do general typing and clerical work of average difficulty and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

Positions in this class may be distinguished from those in the next lower class, Stenographer Clerk I, in that the variety of work performed is greater, public and inter-agency contact may be frequent and require the answering of routine questions and the making of statements regarding departmental policy. There is also some use of independent judgment and discretion in the performance of the work which is seldom required of positions in the lower class.

Positions in this class differ from the next higher class, Stenographer Clerk III, in that the level of difficulty and complexity of the work performed by the Stenographer Clerk II is not as great. The use of independent judgment and interpretative ability is confined within a previously established frame work.

TYPICAL DUTIES:

Takes and transcribes dictation of correspondence, memoranda, reports and other material; types from rough draft copy or dictating machine records, reports, letters, payrolls, bills, vouchers, warrants, and requisitions involving the use of some independent judgment; composes and types routine letters; checks and reviews a variety of data for completion and conformance with established regulations and procedures; greets callers, answers telephones, gives information, makes appointments for staff; answers inquiries about departmental standards and procedures; collects and accounts for funds; posts and makes entries in account books or other records; maintains mailing lists, files, and card indexes; keeps time reports and prepares payrolls; operates varied office equipment.

DESIRABLE QUALIFICATIONS:

Education and Experience: Equivalent to graduation from high school and one year of experience in stenography, typing and general clerical work.

Knowledge and Abilities: Knowledge of basic elements of good English usage, spelling and arithmetic; Knowledge of modern office methods and equipment; Ability to perform routine clerical work including the ability to spell correctly, use good English, and make arithmetical computations;

Stenographer Clerk II -- 2

Ability to follow oral and written directions;
Ability to **work** cooperatively with others;
Ability to analyze situations accurately and adopt an effective course of action;
Ability to perform assigned duties without close supervision;
Ability to take dictation at a rate of not **less** than 100 words a minute and transcribe it accurately;
Ability to type at a speed of not **less** than 45 words a minute from clear, legible copy;
Ability to type accurately from dictating machine records.

ELECTRIC METER REPAIRMAN - INSPECTOR

DEFINITION:

Under general supervision, to perform skilled work in the maintenance and repair of electric meters; to inspect new and old service connections **for** location, wire size, and voltage and amperage capacity of switches; to perform wiring of municipal buildings; and to do related work as **required**.

TYPICAL DUTIES:

Performs shop and field tests on electric meters; repairs and rebuilds meters as necessary; installs and mounts electric meters and current and potential coils including the wiring of these units; performs routine field checks of meters, checking operation **and** setting timing when necessary to insure proper operation; determines types of meters and necessary related material for the installation of a metering service; investigates customer complaints and corrects situation when necessary; inspects new construction for conformance to electric codes; performs wiring of electric installations on municipal buildings.

DESIRABLE QUALIFICATIONS:

Education and Experience: Either (1) education equivalent to that represented by completion of the twelfth grade and attainment of journeyman Lineman status through full helper and **apprentice** training (**usually** 30 months of experience), or (2) some equivalent combination of education and similar experience.

Knowledges and Abilities: Thorough knowledge of various electric meters, their operation **and** the **methods** and equipment used in their testing and repair;
working knowledge of the principles of electrical theory as applied to circuits and wiring systems;
Working knowledge of applicable electrical codes;

Knowledge of the necessary precautions to be taken in working with high voltage lines;
Ability to keep records;
Ability to follow oral and written directions;
Ability to deal tactfully and courteously with the general public.

ENGINEERING AIDE I

DEFINITION:

Under close supervision, to do rodding and chaining on a survey party and a variety of additional subprofessional engineering work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

The work of positions in this class is normally assigned in detail and is reviewed or checked in detail upon completion. Employees are expected to raise questions or ask for help as new or unusual problems arise. Incumbents in this class perform work of a degree of skill and judgment below the next higher class of Engineering Aide II.

TYPICAL DUTIES:

Works as rodman or chainman on land and construction surveying; does simple level work; gathers field samples of construction materials for testing; makes simple arithmetical calculations, including recording data and occasionally checking and plotting simple level, cross section and stadia notes; may make simple construction drawings or tracings; may operate blueprint machine and develop prints; may take traffic counts and assist in traffic surveys and related projects.

DESIRABLE QUALIFICATIONS:

Education and Experience: Equivalent to graduation from high school, including or supplemented by standard courses in algebra, geometry, and mechanical drawing.

Knowledges and Abilities: General knowledge of the principles of algebra, geometry, and mechanical drawing;
Ability to do subprofessional office and field engineering work;
Ability to follow oral and written directions;
Ability to get along well with others.

ENGINEERING AIDE IIDEFINITION:

Under supervision, to perform subprofessional engineering office and field work; to act as instrument man and working chief of a small survey party; to perform simple types of construction inspection; to do semi-skilled to skilled drafting work; to do subprofessional engineering office work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

Employees in this class normally perform subprofessional engineering work in the office or in the field. In the office, an employee in this class performs responsible technical computing and drafting operations. The drafting work can be semi-skilled or skilled, requiring independent judgment of the incumbent. In the field, an employee in this class acts as the instrument man and working chief of a small survey party. Incumbents in this class perform work of a degree of skill and judgment well above the next lower class of Engineering Aide I, but below the level of skill and judgment required of the next higher class of Engineering Assistant.

TYPICAL DUTIES:

Operates transits and levels in the conduct of a variety of preliminary location, construction, property, and other survey work; determines lines, angles, distances, elevations, and keeps field notes of readings and observations; may work independently with rodman and chainman in the observation, computing and recording of field data; cleans and adjusts survey instruments; makes field counts in traffic surveys; maintains records of amounts of material and equipment used on engineering construction projects; uses drafting instruments and other engineering aids in the office to perform the computing and drafting operation involved in checking and reducing field and survey notes, drafting maps, drawings, tracings, and profiles from office data; calculates distances, ties, angles, areas, stations, traverses, enclosures; computes grades and profiles; acts as data collector for engineering projects; operates a variety of office machines to calculate engineering quantities.

DESIRABLE QUALIFICATIONS:

Education and Experience: Equivalent to graduation from high school including or supplemented by standard courses in algebra, geometry, mechanical drawing, and one year of subprofessional engineering experience at a level equivalent to Engineering Aide I in the City of Lodi. (College education with specialization in engineering, including courses in mathematics, engineering drawing, and surveying may be substituted for the required experience on a year-for-year basis.)

ENGINEERING AIDE II -- 2

Knowledges and Abilities: Working knowledge of the elementary principles of algebra, geometry, and trigonometry;
Knowledge of drafting methods and equipment;
Ability to do drafting and routine, subprofessional office and field engineering work;
Ability to follow oral and written directions;
Ability to get along well with others.

GENERAL FOREMAN, UTILITIES

DEFINITION:

Under direction, to have responsibility for all City electrical crews engaged in a variety of line and underground construction, maintenance and repair work; and to do related work as required.

TYPICAL DUTIES:

Assigns work orders to Line Foremen, Heavy, and Line Foremen, Light, for particular tasks such as setting and removing poles; stringing and removing wires; hanging transformers, installing underground conduits and manholes for power, street lights, and traffic signals; assigns men to crews; checks quantity and quality of the work performed and sees that it is done according to plans and specifications; observes that subordinates observe proper safety precautions; coordinates materials and personnel for new work projects; is responsible for maintenance of pumps and sub-station; assists in gathering information for budget purposes; keeps detailed inventory of materials on hand; handles difficult public relations matters such as complaints.

DESIRABLE QUALIFICATIONS:

Education and Experience: Equivalent to graduation from high school and five years of experience as a journeyman lineman and above, at least one year of which must have been at a level equivalent with Line Foreman, Heavy, in the City of Lodi.

Knowledges and Abilities: Thorough knowledge of the construction and maintenance of high and low voltage lines, tools and materials commonly used in line work;
Thorough knowledge of the principles of electrical theory and their broad application;
Thorough knowledge of the pertinent laws, codes, and safety rules covering electrical construction work;
Thorough knowledge of the installation of electric meters;
Ability to plan, organize and supervise the day-to-day field activities of line crews;
Ability to assist in determining the electrical needs of the City and in planning major electrical installations;
Ability to maintain work and operational records and to prepare technical reports;
Ability to establish cooperative working relationships with employees, contractors, and the general public.

LINE FOREMAN, HEAVY

DEFINITION:

Under direction, to supervise a line crew in the more difficult construction and maintenance of overhead transmission and distribution lines; and to do related work as required.

TYPICAL DUTIES:

Directs and participates in the more difficult work of a line crew in the construction of pole lines; removal of poles and light standards; stringing of overhead wires and cables; changing circuits and transferring services; installing transformer and circuit regulators or control devices, poles, cross-arms and related equipment; plans and supervises the training of apprentice linemen and groundmen to insure that all work is done in a safe manner and in accordance with safety orders; observes lines throughout the City for unsafe conditions, reporting to the General Foreman to have appropriate steps taken for necessary corrections; and supervises a line crew doing large and heavy installation or removal of electric lines requiring six or more men in the crew with related heavy equipment.

DESIRABLE QUALIFICATIONS:

Education and Experience: Equivalent to graduation from high school and five years of experience as a journeyman line-man and above, at least one year of which must have been at a level equivalent with Line Foreman, Light, in the City of Lodi.

Knowledges and Abilities: Thorough knowledge of the construction and maintenance of high and low voltage lines, tools and materials commonly used in line work;
Thorough knowledge of the precautions necessary in working on high voltage electric lines;
Wide knowledge of the pertinent laws, codes and safety orders covering electrical construction work;
Working knowledge of electrical theory and general principles of public works construction;
Ability to organize, and supervise the work of others, and to develop training programs;
Ability to meet the public and to establish cooperative working relationships;
Ability to keep simple time and material records.

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LINE FOREMAN, LIGHT

DEFINITION:

Under direction, to supervise a line crew in the construction and maintenance of overhead transmission and distribution lines; and to do related work as required.

TYPICAL DUTIES:

Directs and participates in the construction and maintenance of overhead distribution lines, such as one or two pole line extensions; installs and removes single transformers and their related equipment; installs, maintains and removes electrical undergrounds for all voltages to include potheads and splices for substation and overhead line construction and maintenance; does all necessary substation construction and maintenance within the electric utilities system; installs and maintains street light systems and their related equipment, traffic signal systems, and pump switchgear; supervises splicing of 15 kv cable; and performs any other small jobs requiring up to a five-man crew.

DESIRABLE QUALIFICATIONS:

Education and Experience: Equivalent to graduation from high school and four years of experience as a journeyman lineman.

Knowledge and Abilities: Thorough knowledge of the construction and maintenance of high and low voltage lines, tools and materials commonly used in line work;
Thorough knowledge of the precautions necessary in working on high voltage electric lines;
Wide knowledge of the pertinent laws, codes and safety orders covering electrical construction work;
Working knowledge of electrical theory and general principles of public works construction;
Ability to supervise the work of others;
Ability to meet the public end to establish cooperative working relationships;
Ability to keep simple time and material records.

STENOGRAPHER CLERK IIIDEFINITION:

Under direction, to take and transcribe dictation; to do typing and clerical work of a difficult, varied and specialized nature; to assign and check the work of a small clerical staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

Positions in this class ordinarily involve supervisory responsibilities. Those which do not may be distinguished from positions in the next lower class, Stenographer Clerk II, in that the level of difficulty and complexity of work performed is greater. Positions in this class also require frequent use of a high degree of independent judgment and interpretative ability, as contrasted to relatively strict adherence to regularly prescribed procedures and methods.

TYPICAL DUTIES:

Takes and transcribes dictation and types a variety of documents, technical and statistical reports, data for publication and other material where knowledge of format and presentation is necessary; answers correspondence independently; reviews and checks documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations; posts a wide assortment of information to records where selection is based on use and purpose of the records; collects and selects information and compiles data from a number of sources for incorporation into special and periodic reports; arranges committee meetings and records and writes minutes of meetings; interviews visitors, and gives out information over the counter or telephone where judgment, knowledge and interpretation of departmental procedures and regulations are necessary; sets up, revises and supervises the maintenance of filing systems; assigns and reviews the work of a clerical staff; maintains smooth work flow and answers questions requiring the interpretation of rules and regulations in problem cases; composes and types letters on various matters.

DESIRABLE QUALIFICATIONS:

Education and Experience: Equivalent to graduation from high school and three years of increasingly responsible clerical and stenographic experience, one year of which shall have preferably been in the particular department to which assigned.

Knowledge and Abilities: Knowledge of the operations, procedures, specific rules and precedents of the particular department to which assigned, together with the ability to apply them with good judgment in a variety of cases; Knowledge of modern office methods, appliances and practices; knowledge of business English, including vocabulary, correct grammatical usage, spelling, and punctuation;

Stenographer Clerk III -- 2

Ability to perform difficult and responsible clerical work with speed and accuracy;

Ability to analyze situations and make decisions in procedural matters without immediate supervision;

Ability to think and act quickly under pressure;

Ability to prepare and maintain accurate and complete records and reports;

Ability to make arithmetical calculations with speed and accuracy;

Ability to work tactfully, effectively, and courteously with people contacted in the course of the work;

Ability to take dictation at a speed of not less than 110 words a minute and transcribe it accurately;

Ability to type at a speed of not less than 50 words a minute from clear, legible copy.